



## **JOB DESCRIPTION**

**Position: Communications Coordinator**

**Bureau: Strategic Communications**

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Develops, designs and coordinates public relations campaigns and materials to promote key services and policy initiatives of the Office. Assists the Attorney General in written communication with constituents, media and public officials. Manages Graphic Designer in the artistic direction of brochures, posters, visual aids for press conferences, etc.

Works with the Director of Strategic Communications, Policy Director, Press Secretary and Legislative Director to plan and coordinate all aspects of press conferences, public hearings, town-hall meetings, etc.

Produces records and edits the Attorney General's radio feeds, which accompany press releases sent to radio stations state-wide.

Supervises and supports the production of all written materials including newsletters, letters to the editor, and invitations to trainings and events sponsored by the Office.

Assists as needed the Chief of Staff and Senior Assistant to the Attorney General on special projects.

### **Minimum Qualifications**

Required Bachelor's Degree or higher. Outstanding written and oral communication skills. Experience in public relations, journalism, public service and/or marketing is preferred.

To ensure full consideration, please send cover letter with resume to:

Rob Biederman (rbiederman@atg.state.il.us)  
Director of Strategic Communications  
Office of the Attorney General  
100 West Randolph, 12th Floor  
Chicago, Illinois 60601  
(312) 814-3000  
(312) 814-5727 (Fax)